

Department of Community Development and Planning
CITY OF CINCINNATI
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www.cincygov.org/communitydevelopment



2003-2005 GUIDELINES

CITY OF CINCINNATI INDIVIDUAL ARTIST GRANTS

ABOUT THE ARTS GRANT PROGRAMS AND THE CAAC

Recognizing that the arts enhance the quality of life in the city of Cincinnati, Cincinnati City Council has established a specific allocation of funds for the support of the arts. These funds support grant programs for individual artists who live in Cincinnati and for nonprofit, Cincinnati-based arts and cultural organizations of all sizes. The Department of Community Development and Planning (DCDP) administers the arts allocation and staffs the Cincinnati Arts Allocation Committee (CAAC). The CAAC is a volunteer advisory body appointed by City Council to recommend funding criteria and application procedures for the competitive arts grant programs for individual artists and small arts and cultural organizations and to make specific recommendations to City Council for the awarding of these grants. The CAAC also advises City Council on other arts matters.

The goals of the arts grant programs are:

1. to provide support for Cincinnati's emerging and established artists and arts and cultural organizations;
2. to encourage excellence and professionalism in the arts;
3. to encourage the development of innovative arts projects or programs;
4. to encourage the development and presentation of art that benefits the city of Cincinnati and its residents;
5. to provide increased access to arts programming for Cincinnati residents – especially those who have traditionally had limited access to either mainstream or community arts opportunities; and
6. to encourage the use of the arts as a means to increase understanding among the diverse cultures in Cincinnati.

DCDP and the CAAC encourage Cincinnati-based artists and arts organizations of all cultural backgrounds to participate in the grant programs.

ELIGIBILITY REQUIREMENTS, FUNDING PRIORITIES, AND OTHER BASIC PROGRAM REQUIREMENTS

1. **Age and residency status of artist applicants** . Artist applicants must be at least 18 years old and must be legal residents of the city of Cincinnati at the time of application **and** throughout the grant period. (**NOTE: Not all Cincinnati mailing addresses or zip codes are within the limits of the City of Cincinnati. To confirm whether an address is in Cincinnati**, look up the address in the City Income Tax Division's *Quick Locator Guide* available at www.cincygov.org/CityTax/quick.html or call DCDP.)
2. **Previous grant recipients.**
 - a. **Recipients of funding in a previous grant year who have not completed the reporting requirement are not eligible.**
 - b. **Artists who receive a grant may not apply for the next two (2) consecutive deadlines.** For example, an artist who receives funding in grant year 2002-2004 may not apply again until grant year 2005-2007. Call DCDP for more information.
3. **Funding priorities.** Priority is given to funding:
 - a. The **creation, production, and presentation of new works of art.**
 - b. **Public art in neighborhoods (PAN) projects.** PAN projects may be in any artistic discipline and include permanent and temporary works and works that are site specific. Public art in neighborhoods projects must clearly demonstrate community involvement in the creative process; be designed to develop or serve new or underserved audiences; and enhance the public's access to and understanding of art. PAN project applicants **must play an artistic role** in the proposed project and **must** provide written documentation confirming a collaboration with a community-based nonprofit organization on the proposed project. Examples of community-based nonprofit organizations include community councils, social service agencies, and arts organizations. Call DCDP for more information.

All types of activities/projects funded under this grant program require a public presentation. (See Item 6, below.)
4. **Multi-artist projects.** An artist may submit an application for support of a project to be carried out by more than one artist. Multi-artist projects involve the **joint creation** of a single work of art or a body of works of art. **Only one artist may be the applicant.** The applicant **must play a principal artistic role** in the proposed project and is responsible for all legal and contractual issues related to the grant. Provide information on other participating artists in Section C4 of the application. (**NOTE:** A multi-artist activity is **not** the same as a project of an organization or a group or collective with ongoing activities such as a band. Nonprofit organizations, groups, and collectives should inquire about the City's Small Arts Organization Grant Program.)
5. **Grant period.** The grant period for City artist awards is 18 months. **Applications must be for activities that will be accomplished within the 18-month grant period September 1, 2003 to February 28, 2005.**
6. **Public presentation.** At least one public presentation of **funded work** is required to take place at a site **within the corporate limits of the city of Cincinnati during the grant period.** (See Section C5 of the application.) Call DCDP for information on presentation locations in the city of

Cincinnati. To confirm whether a proposed presentation location is in the city limits, look up the address in the City Income Tax Division's *Quick Locator Guide* available at www.cincygov.org/CityTax/quick.html or call DCDP. (**NOTE:** Public presentations must be **directly related** to the work or activities funded by the grant. Schedule public presentations far enough into the grant period to allow for the creation of funded work between the start of the grant period and the date of the public presentation. Remember, **all** grant-related expenses must be incurred **during** the grant period.)

7. **Matching support.** Applicants **must** provide evidence of matching support for the proposed project or activity. **Matching support may be in the form of cash contributions or cash contributions combined with in-kind contributions. Cash contributions** are any and all dollars, regardless of the source, that support the proposed project/activity (for example: grant funds, proceeds from ticket sales or sale of work, applicant employment income). **In-kind contributions** are goods, space, or services that are **donated to the applicant** for the proposed project/activity by **outside sources** and require no cash expenditure by the applicant. The applicant's total cash expenses for the project/activity are reduced by the value of the in-kind contributions to the project/activity. Professional, artistic, technical, or administrative services donated by a qualified volunteer who is normally paid for providing such services are valued at the donor's normal rate of pay. Examples of such services are instrumental or vocal performances, graphic design, videography, accounting, and costume design. The value of any other volunteer time is calculated at minimum wage. The value of donated goods or space is calculated at market value.
8. **Number of applications per applicant.** DCDP will accept only one (1) application per artist per grant year.
9. **Number of applications per project/activity.** DCDP will accept only one (1) application for each project or activity per grant year.
10. **Deadline.** Applications and supportive materials must be **received (not postmark dated)** in the DCDP office by **5:00 p.m. on February 15, 2003**. Applications not meeting the submission deadline will **not** be considered. (**NOTE:** If the deadline falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first work day following the deadline date.)

FUNDING RESTRICTIONS

This program does **not** fund:

- Applications from organizations including applications from organizations acting as fiscal agents for individual artists.
- Applications that would indirectly fund arts and cultural organizations receiving ongoing arts support from the City of Cincinnati. These organizations are the Arts Consortium of Cincinnati, the Cincinnati Art Museum, the Cincinnati Ballet, the Cincinnati May Festival, the Cincinnati Museum Center, the Cincinnati Opera Association, the Cincinnati Playhouse in the Park, the Cincinnati Symphony Orchestra, the Contemporary Arts Center, the Taft Museum of Art, WAIF, WCET, and WGUC.
- Applications from artists receiving other arts support from the City of Cincinnati.
- Applications from employees of the City of Cincinnati and members of the Cincinnati Arts Allocation Committee (CAAC), a City advisory body, and fees for employees of the City of Cincinnati and members of the CAAC.

- Applications from individuals who are not artists.
- Applications for projects or activities not taking place during the 18-month grant period September 1, 2003 to February 28, 2005.
- Applications for projects/activities that are planned to take place outside the city of Cincinnati. **(NOTE: Not all Cincinnati mailing addresses or zip codes are within the limits of the city of Cincinnati. To confirm whether an address is in Cincinnati, look up the address in the City Income Tax Division's *Quick Locator Guide* available at www.cincygov.org/CityTax/quick.html or call DCDP.)**
- Projects/activities that do not serve residents of the city of Cincinnati.
- Applications to fund work that would be used toward the completion of a degree program or for academic credit.
- Projects/activities that are primarily promotional.
- Projects/activities that are primarily research projects/activities.
- Projects/activities that are primarily technical in nature.
- Professional development.
- Applications that primarily present denominational, religious, or sectarian ideas.
- Applicant artist stipend requests **exceeding \$3,500 or 70% of the grant request amount** (whichever is **less**) **(NOTE: An artist stipend is a fixed amount paid for artistic services provided under the grant. If funding is awarded at a lesser amount than requested, the amount of stipend will be reduced accordingly.)**
- Capital purchases and purchases of non-consumable goods costing **more than \$100 per item** (for example: equipment, items that in and of themselves are non-consumable such as light fixtures, cameras, furniture, musical instruments, and computers).
- Capital improvements and the purchase of real property.
- Living expenses (for example: apartment rent, mortgage payments, residential utility or telephone expenses, child care expenses).
- Internet services.
- The elimination or reduction of existing deficits or debts including interest payments.
- Fund-raising activities.
- Travel outside the limits of the city of Cincinnati.
- Gasoline, auto rental, and auto repair or servicing expenses.
- Food and lodging expenses.
- Hospitality/entertainment expenses.

- Fees for relatives of the applicant.

EVALUATION CRITERIA

Applications will be evaluated using the following criteria:

1. Consistency with the program goals, funding priorities, and funding restrictions.
2. Evidence of the applicant's ability to carry out the project or activity.
3. Evidence of matching support in the form of cash contributions or cash contributions combined with in-kind contributions.
4. Written documentation that at least one public presentation of funded work has been confirmed with an authorized representative of a venue or site that is located within the limits of the city of Cincinnati.

GRANT AMOUNTS AND CATEGORIES OF AWARDS

The maximum grant awards are as follows:

- **Public art in neighborhoods (PAN) projects:** maximum \$7,500
- **New work(s) of art and all other types of projects/activities:** maximum \$5,000

NOTE: Total funds requested always exceed the amount available for granting. It is typical for an award amount to be less than the level of funding requested in the application.

ALLOCATION PROCESS

1. **Assistance available from DCDP.** Assistance includes:
 - C **Pre-application grant writing workshop.** A workshop for prospective applicants is held in January. The workshop provides general grant writing tips, a review of the City grant program guidelines and application form, handouts, critiquing exercises on sample applications, and opportunities to ask questions. Attendance is encouraged. The workshop is **free**, but **registration is required**. For workshop information and registration, call (513) 352-6146, (513) 352-4985 or (513) 352-4627.
 - C **Telephone assistance.** Call (513) 352-4985 or (513) 352-4627 with questions about your proposal, the application form, the program guidelines, the allocation process, potential venues for public presentations, and assistance with activities that may require a City permit or other City approval. Information and referral services on other grant-related topics are also available.
 - C **Draft applications.** DCDP staff will review draft applications and proposed supportive material submissions on a first-come, first-served basis. Half-hour appointments to review draft applications **must be scheduled in advance** by calling (513) 352-4985 or (513) 352-4627.

Draft applications and proposed supportive material submissions will **not** be reviewed in the two weeks prior to the application deadline.

2. **Submission deadline.** The applicant submits a completed application and supportive materials to DCDP. **DEADLINE: February 15, 2003; 5:00 p.m.** All applications and supportive materials must be **received** (**not** postmark dated) in the DCDP office by 5:00 p.m. on the deadline date. Applications not meeting the submission deadline will **not** be considered. Applications submitted by facsimile transmission (FAX) or email will **not** be considered. (**NOTE: If the deadline falls on a weekend or a holiday, applications are due by 5:00 p.m. on the first work day following the deadline date.**)
3. **Staff review process.** DCDP staff persons review applications for completeness, accuracy, and conformance to arts program guidelines.
4. **CAAC review process.** Each CAAC member reviews and scores all eligible applications.
5. **Site visits/interviews.** The CAAC may request brief interviews and/or site visits with applicants.
6. **Public meetings.** The CAAC reviews audio/visual support materials during a public meeting in March or April. In April or May, the CAAC holds a second public meeting during which all eligible applications for the grant program are reviewed and preliminary funding decisions are made. Applicants are encouraged to attend the meetings. Applicants are sent information about the public meetings and the eligibility status of their applications in advance of the meetings. Call DCDP at (513) 352-4985, (513) 352-4627, or (513) 352-6146 for additional information.
7. **City Council action.** The CAAC submits its recommendations in early June to Cincinnati City Council for approval.

SOME GENERAL CONDITIONS OF THE AWARD

1. **Contract.** Each grant recipient enters into a contract with the City of Cincinnati following City Council's approval of the CAAC's funding recommendations.
2. **Report.** Following the completion of the funded activity, each grant recipient must submit a completed Final Report Form and documentation of the use of City funds to DCDP.

APPLICATION REQUIREMENTS

1. **Completed application (original).** Applications are available in paper and electronic form. (**NOTE:** Check the DCDP website at www.cincygov.org/communitydevelopment for electronic versions of the program guidelines and application.) Applications **must** be completed using **computer-generated type or a typewriter**. Applicants **must** restrict their answers to the space provided on the official application form, maintaining the margins provided. Answers outside the space provided will **not** be considered. The CAAC will **not** consider handwritten applications, incomplete applications, submissions on altered forms, illegible applications, or applications that use typeface that is smaller than the type on the "Instructions" section of the application form. Attachments answering the questions asked on the form will be discarded. (**NOTE: When using the electronic forms, if you type or cut and paste more text into a blank or a narrative section than the field is designed to hold, the size of the text will shrink. If this happens, STOP and adjust the amount of text so that it returns to the point size specified for that section of the form.**)
2. **Completed Artist Profile.** **NOTE:** This information will be used for statistical evaluation purposes only and has absolutely no part in the selection of grant recipients.
3. **One set of materials that documents the applicant's recent work. (Recent work is defined as work completed within the last five (5) years.)** Choose **one (1)** of the following supportive materials submission options. **Substitutions, additional material, and material more than five (5) years old will not be considered.**
 - C **Option A: Examples of recent work as described in the submission guidelines section under the heading for your discipline.** Applicants are encouraged to select Option A. This option usually provides the best information on the applicant's ability to complete the proposed activity.
 - C **Option B: Ten (10) copies of a print or electronic newspaper or magazine review of a recent program or exhibit.**
 - C **Option C: Ten (10) copies of an announcement of a recent program or exhibit.**

Special considerations.

- C **Multi-artist project.** If the application is for a multi-artist project, the applicant **may** submit samples of work from each of the principal participants listed in Section C4 of the application. **The type and total number of supportive materials submitted must be consistent with the guidelines below.**
- C **New direction.** If the proposed project or activity is a new direction for the applicant, such as work in a new medium or an allied artistic discipline, the applicant should submit samples of work that are transitional in nature or include (in addition to samples of the applicant's work) samples of work from other key personnel listed in Section C4 of the application who have direct experience in the artistic discipline. **The type and total number of supportive materials submitted must be consistent with the guidelines below.**

Discipline submission guidelines for Option A.

- C **Dance.** Submit **either** (a) a 5- to 10-minute cued videotape* of a production **or** (b) 5 production photos* **and** 10 copies of a program for a past performance. Videotapes must be ½" VHS cassettes. Label the materials submitted with name of applicant, date of performance, location,

length of work in minutes, role of applicant, and title of work. **If you submit a videotape**, also provide **no more than one (1) page** of screening notes **typed, double-spaced** on 8 ½" x 11" white paper. **Follow the screening/audio note content guidelines at the end of this section.**

- C **Interdisciplinary Work or Performance Art.** Supportive materials should be appropriate to the combination of disciplines used. This may mean a combination of slides,* videotapes,* audio tapes,* compact discs,* or manuscripts. Refer to the guidelines for the appropriate disciplines and call DCDP for more information.
- C **Literature.** Submit 10 copies of an original manuscript that is 10 to 15 pages in length and 10 copies of a one-page synopsis of the work, both **typed double spaced** on 8 ½" x 11" white paper. Type face may not be smaller than the type on the "Instructions" section of the application form. (**NOTE:** Poetry submissions may be single spaced if double spacing will affect the format or the interpretation of the work.) Do **not** submit a copy of a work in published format. Label the materials submitted with applicant name, title of work, and date written. **Writers who perform their work** may also submit a 5- to 10-minute audio cassette tape,* compact disc (CD),* or videotape* of a recent performance. Audio and video tapes must be cued. Videotapes must be ½" VHS cassettes. **If you submit a videotape or audio recording**, also provide **no more than one (1) page** of screening or audio notes **typed, double-spaced** on 8 ½" x 11" white paper. **Follow the screening/audio note content guidelines at the end of this section.**
- C **Media.** Submit a 5- to 10-minute cued videotape* of an original work. Videotapes must be ½" VHS cassettes. Label the videotape with name of applicant, title of work, date completed, role of applicant, and length of work in minutes. Provide **no more than one (1) page** of screening notes **typed, double-spaced** on 8 ½" x 11" white paper. **Follow the screening/audio note content guidelines at the end of this section.**
- C **Music.** Submit a 5- to 10-minute cued audio cassette tape* or a compact disc (CD)* of an original work or a performance. Label the cassette tape or CD with name of applicant, title of work, date performed or composed, role of applicant, and total playing time in minutes. Provide **no more than one (1) page** of audio notes **typed, double-spaced** on 8 ½" x 11" white paper. **Follow the screening/audio note content guidelines at the end of this section.**
- C **Spoken word.** Refer to the guidelines for literature, above.
- C **Storytelling.** Refer to the guidelines for theater, below.
- C **Theater.** Submit **either** (a) a 5- to 10-minute cued videotape* of a production **or** (b) 5 production photos* **and** 10 copies of a program for a past performance. Videotapes must be ½" VHS cassettes. Label the materials submitted with name of applicant, title of work, date performed, location, length of work in minutes, and role of applicant. **If you submit a videotape**, also provide **no more than one (1) page** of screening notes **typed, double-spaced** on 8 ½" x 11" white paper. **Follow the screening/audio note content guidelines at the end of this section.**
- C **Visual Arts.** Submit 5 to 10 consecutively numbered 35 mm slides* of original works. Submit slides of at least 5 different pieces of work. Print the following information **directly on each slide mount in black ink**: number of slide and name of artist. Print "TOP" at the top of the slide. Print "THIS SIDE TOWARDS SCREEN" on the appropriate side of the slide. To prevent slides from being damaged in the projector, use **standard size plastic slide mounts** and do **not** use tape to label the slide. Submit the slides in a clear plastic slide file sheet for safe handling. Include a numbered list of the slides **typed** on 8 ½" x 11" white paper and labeled with the

applicant's name. Provide the following information for each slide listed: title of work, medium, dimensions, and date of work.

Screening/audio note content guidelines. If you submit a videotape or audio recording, also provide **no more than one (1) page** of screening or audio notes **typed, double-spaced** on 8 ½" x 11" white paper. Include

- the applicant's name;
- the role of the applicant;
- the name or title of the production, program, work, or project;
- the length of the videotape or recording in minutes;
- a description of the production, program, work, or project;
- the purpose of the video or recording;
- the date the video or recording was produced;
- the date(s) and location(s) of the program or production;
- screening and broadcast dates(s), locations, and stations; and
- other video or recording distribution information.

***NOTE: Self-addressed, stamped mailer.** A self-addressed, stamped mailer **must** be provided for the return of slides, audio cassettes, compact discs, production photos, and videotapes. Do **not** send cash, checks, or money orders to cover return postage. If no return mailer is provided, support materials will be held for one (1) year and then destroyed. Printed materials will **not** be returned.

4. **Documentation of confirmed public presentation.** The applicant **must** submit written documentation that at least one public presentation of **funded** work listed in Section C5 of the application is **confirmed** at a location within the limits of the city of Cincinnati during the grant period. Examples of acceptable documentation include a copy of a contract, a copy of a receipt, or a letter of commitment that clearly identifies the applicant, the venue or site, the nature of the activity, and the confirmed or tentative date(s) of presentation. Each type of documentation **must** be provided by and signed by an **authorized representative of the presentation location or site** (for example: owner, director, rental agent). A letter of commitment **must** be presented on the letterhead of the presentation location or site. Other types of documentation **must** be approved by DCDP **prior to the application deadline**. (NOTE: A City permit or other City approval may be required for some activities, such as those that involve the public right-of-way, historic buildings, signage, or City-owned property. Grant recipients are required to obtain all necessary permits and approvals. Call DCDP for assistance with these types of activities.)
5. **Documentation of intent to collaborate.** If this is a PAN project or a multi-artist project or the successful completion of the project/activity depends on the involvement of one or more organizations, the application must include an original letter from **each** collaborating artist or organization. Each letter **must** identify the collaborator's role and commitment to participate in the activity. Letters from collaborating organizations **must** be written on the organization's letterhead and **must** be signed by **an authorized representative of the organization**. Collaborating artists and organizations **must** be identified in Section C4 of the application.

Questions? Call DCDP at (513) 352-4985, (513) 352-4627, or (513) 352-6146.

(Check the DCDP website at www.cincygov.org/communitydevelopment for electronic versions of the program guidelines and application.)